

Module 7 – Testing Theory and Strategy

Handout 2 – Test Plan Matrix Example

EAGLE Program

Document:	Test Plan
Entity:	Agency ABC
Reporting Date:	6/30/XX
Financial Statement Accounts:	Current and Noncurrent Liabilities

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Reviewed by:	XX Thomas

						Complete after testing			
Significant Process	Process Risk Rating	Control Description	Control Reference #	Objective of Test	Testing Procedures	Results	Conclusion	Issue Raised?	Testing w/p ref
AP Applications and Data Access	Moderate	Access to the AP applications is restricted to authorized users. Role-based security is utilized within the applications to the extent possible.	AP1	Access to AP applications should be limited to authorized users and restricted by job function to promote and appropriate segregation of duties.	Obtain a report of system users and access rights granted for AP application. Confirm that all users are active employees and that the rights granted are consistent with the individual's job responsibilities in relation to AP. Confirm the following specific access restrictions: a. Access to vendor maintenance is restricted to AP Supervisor b. GL Accountant has no access to AP System.	Exceptions noted.	Ineffective	Yes	AP Leadsheet 1
Update to G/L	Moderate	G/L accounts and AP subledgers are reconciled on a monthly basis by the AP Accountant. Reconciliations are reviewed and approved by the AP Supervisor.	AP13	All AP transactions are completely and accurately updated to the general ledger in the proper period.	Inspect evidence of the review and approval of AP subledger to G/L reconciliation. Randomly select 4 months. For each month, obtain copy of AP account reconciliation signed by AP Supervisor and Financial Reporting Controller.	Exceptions noted.	Ineffective	Yes	AP Leadsheet 3
Payments	High	Bank Reconciliations are reviewed and approved for AP bank accounts	AP18	Cash disbursement transactions are accurately recorded in the accounting records.	Select 4 months and obtain a copy of the bank reconciliation for any accounts used to clear company checks. Agree bank statement balances to bank statements, G/L balances to trial balances, and verify that significant differences are supported by documentation and represent valid, reconciling items. Confirm review and approval of reconciliation by appropriate reviewer.	No exceptions noted.	Control operating as intended.	No	AP Leadsheet 4